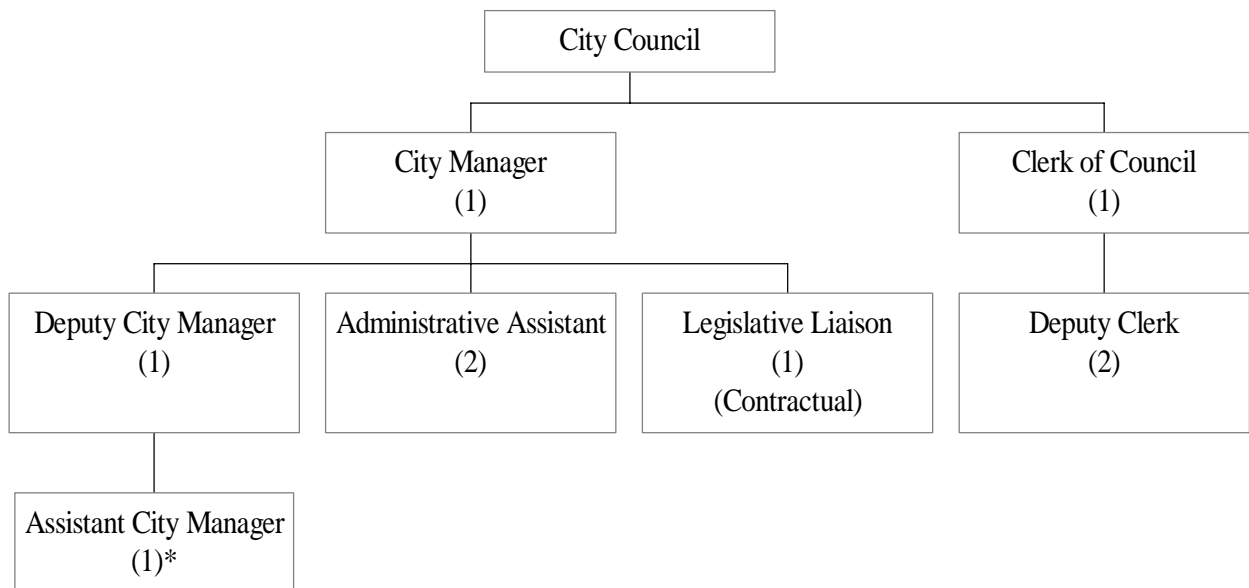


Council Manager Offices

Position Summary	
8	City Funded Positions
8	Total Positions



* Funding for this position is deferred in FY2003

Council Manager Offices Operating Expenses

Council Manager Offices. Consists of the City Council, Clerk of Council, City Manager and Legislative Liaison. The Council is the City's legislative body elected to accomplish City Charter-prescribed responsibilities. The Clerk is appointed by City Council to maintain and preserve the official records of City Council proceedings. The City Manager is the City's chief executive officer who studies and proposes solutions for community needs and programs; prepares the annual budget; interprets City Council actions for operating departments, outside organizations, and citizens; and provides leadership in executing Council policies. The Legislative Liaison assists the City is developing the City's Legislative Agenda including promoting Lynchburg's legislative agenda during the General Assembly.

	* Actual FY 2001	** Adopted FY 2002	** Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	11	10	10	9	8
Personal Services	\$594,210	\$598,182	\$589,327	\$479,500	\$437,674
Employee Benefits	159,182	156,781	135,126	124,281	108,653
Supplies & Materials	14,633	21,744	22,750	11,665	11,665
Gasoline/Diesel Fuel	49	0	0	0	0
Internal Service Charges	7,602	16,526	16,264	0	0
Equipment Replacement/Additions	3,317	0	0	0	0
Rentals & Leases	0	1,500	1,500	0	0
Utilities	6,154	11,963	11,400	6,766	5,316
Contractual Services	128,727	94,993	94,993	90,520	90,520
Training & Meetings	46,328	34,322	33,822	34,400	33,400
Dues & Memberships	0	0	0	40,020	38,902
Miscellaneous Expenses	38,909	37,074	36,369	6,240	6,240
	\$999,111	\$973,085	\$941,551	\$793,392	\$732,370

* Includes Strategic Planning Budget

** Includes Fiscal Planning Budget

Council Manager Offices Budget Description

The Adopted FY2003 Council/Manager budget of \$732,370 represents a 24.74 percent decrease of \$240,715 as compared to the Adopted FY2002 budget of \$973,085.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$72,142 decrease in Personal Services and Employee Benefits from the elimination of an Administrative Assistant and deferred hiring of an Assistant City Manager
- ◆ \$8,526 reduction in Internal Services Charges

The department requested \$883,511.

Major items requested not proposed for funding include:

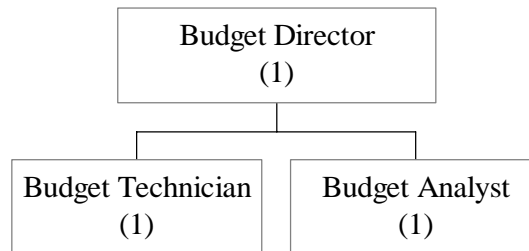
- ◆ \$81,040 for an Assistant City Manager position
- ◆ \$8,000 for copier services (reallocated to Procurement budget)

The Proposed FY2003 Council/Manager budget was adopted with the following changes:

- ◆ \$41,826 decrease in Personal Services reflecting the transfer of a Project Manager position to the Director of Financial Services office offset by a two percent general salary increase
- ◆ \$15,628 decrease in Employee Benefits reflecting the transfer of a Project Manager position to the Director of Financial Services office and savings from a State instituted Life Insurance holiday, as well as changes in the Health Plan
- ◆ \$1,450 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$1,000 decrease in Training & Meetings for the Project Manager position being transferred to the Director of Financial Services office
- ◆ \$1,118 decrease in Dues & Memberships for the Project Manager position being transferred to the Director of Financial Services office

Budget Office

Position Summary	
3	City Funded Positions
3	Total Positions



Budget Office Operating Expenses

Budget Office. The City's annual operating budget and capital improvement program are the two most important financial documents for planning and managing City government affairs. This department assists City departments, agencies and citizens with budget matters and questions and prepares and manages both the operating budget and capital improvement program. Also, the department provides research, data compilation and various management reports related to budgetary matters.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2002	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	3	3
Personal Services	\$106,219	\$123,216	\$123,216	\$123,812	\$126,288
Employee Benefits	33,182	34,278	34,278	36,608	36,188
Supplies & Materials	8,736	7,500	7,500	8,400	9,100
Internal Service Charges	3,350	4,000	4,000	4,000	0
Utilities	4	500	500	250	50
Contractual Services	0	1,500	1,500	1,000	1,000
Training & Meetings	4,346	6,000	2,000	5,000	5,000
Dues & Memberships	0	0	0	225	225
Miscellaneous Expenses	450	600	600	200	200
TOTAL	\$156,287	\$177,594	\$173,594	\$179,495	\$178,051

Budget Description

The Adopted FY2003 Budget Office budget of \$178,051 represents a 0.26 percent increase of \$457 as compared to the Adopted FY2002 budget of \$177,594.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$1,900 net increases for various minor adjustments

The Department requested \$192,531.

Major items requested not proposed for funding include:

- ◆ \$7,000 for a part-time intern
- ◆ \$4,500 for New World System programming (reallocated to the Information Technology budget)
- ◆ \$1,000 in Training & Meetings

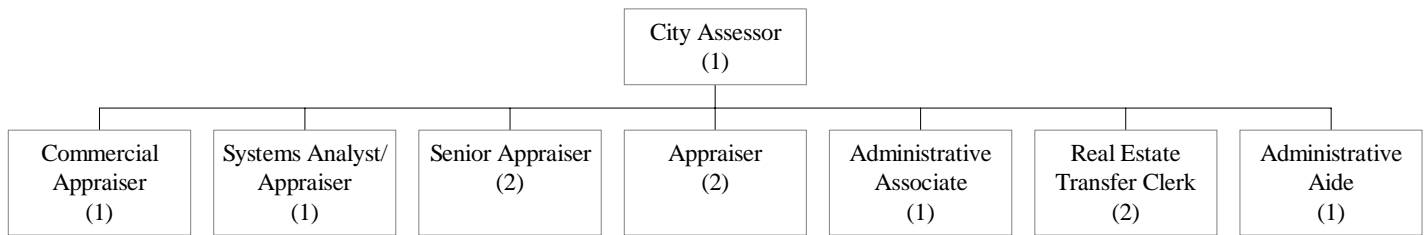
The Proposed FY2003 Budget Office budget was adopted with the following changes:

- ◆ \$2,476 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$420 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$700 increase in Supplies & Materials
- ◆ \$4,000 decrease in Internal Service Charge for copier services reallocated to Procurement budget
- ◆ \$200 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

City Assessor

Position Summary

11 City Funded Positions

11 Total Positions

City Assessor Operating Expenses

City Assessor. Maintains and updates ownership and physical characteristic records for approximately 28,500 property parcels and provides assessments for the properties. New construction and additions to properties are recorded and valued by the appraisers. The City Assessor also administers the Land Use Program and the Rehabilitated Structure Program. The office provides assistance to the public, other city departments, and various local, state, and federal agencies. This division has information and resources that are utilized by those in the real estate profession and related fields.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	11	11	11	11	11
Personal Services	\$414,763	\$451,012	\$451,012	\$430,187	\$438,375
Employee Benefits	\$118,917	\$130,398	\$130,398	\$127,072	\$125,672
Supplies & Materials	\$16,513	\$14,650	\$14,650	\$18,916	\$18,916
Internal Service Charges	\$1,086	\$750	\$750	\$750	\$750
Utilities	\$1,754	\$1,500	\$1,500	\$3,269	\$1,338
Contractual Services	\$1,432	\$9,197	\$101,147	\$19,700	\$19,700
Training & Meetings	\$7,214	\$9,000	\$9,000	\$11,365	\$11,365
Dues & Memberships	\$0	\$0	\$0	\$2,004	\$2,004
Miscellaneous Expenses	\$13,850	\$15,100	\$22,100	\$16,380	\$16,380
TOTAL CITY COST	\$575,529	\$631,607	\$730,557	\$629,643	\$634,500

Budget Description

The Adopted FY2003 City Assessor budget of \$634,500 represents a 0.46 percent decrease of \$2,893 as compared to the Adopted FY2002 budget of \$631,607.

Significant changes from FY 2002 include:

- ◆ \$24,151 decrease in Personal Services and Benefits due to the turnover of long-term employees and the creation of a lower graded appraiser position
- ◆ \$4,266 increase in Supplies & Materials related to the purchase of digital cameras and a high-speed printer
- ◆ \$1,769 increase in Utilities for the addition of two phone lines
- ◆ \$10,503 increase in Contractual Services for the addition of maintenance agreements on the new Computer Aided Mass Appraisal (CAMA) system

The department requested \$633,643.

Major items requested but not funded include:

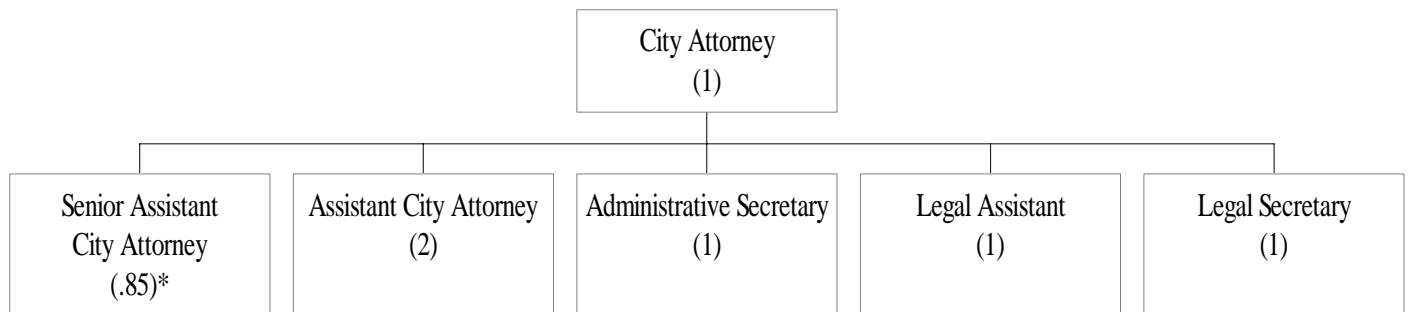
- ◆ \$2,000 for new furniture for the administrative assistant
- ◆ \$2,000 in Training & Meetings

The Proposed FY2003 City Assessor budget was adopted with the following changes:

- ◆ \$8,188 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,400 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,931 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

City Attorney

Position Summary	
6.85	City Funded Positions
6.85	Total Positions



**.15 FTE assigned to Risk Management budget*

City Attorney Operating Expenses

City Attorney. Provides legal services to City Council, the City Manager, City departments and agencies and the Lynchburg School Board. Services include rendering formal and informal opinions; recommending appropriate legal changes in the City Code, regulations and policies; advising of changes in law which affect the City; drafting ordinances, resolutions, Charter revisions, proposed legislation, contracts, deeds, leases and other legal documents; handling real estate matters, including necessary title examinations, negotiations and closings; prosecuting and defending lawsuits on behalf of the City; supervising the City's Risk Management activities and the Self-Insurance Plan; reviewing bills which concern the City; and helping coordinate the activities of the City before the General Assembly.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	5.85	6.85	6.85	6.85	6.85
Personal Services	\$323,312	\$328,966	\$328,966	\$335,998	\$342,718
Employee Benefits	95,232	94,168	94,168	95,762	94,651
Supplies & Materials	21,097	17,378	17,378	21,496	21,496
Equipment - Operations & Maintenance	0	0	45	0	0
Internal Service Charges	1,323	3,610	3,610	0	0
Equipment-Replace/Additions	0	0	0	1,900	1,900
Utilities	2,991	3,522	3,522	3,144	1,320
Contractual Services	9,416	3,350	3,350	3,000	36,200
Training & Meetings	5,818	7,619	7,619	8,369	8,369
Dues & Memberships	0	0	0	2,825	2,825
Miscellaneous Expenses	6,094	3,303	3,303	1,750	1,750
TOTAL CITY COST	\$465,283	\$461,916	\$461,961	\$474,244	\$511,229

Budget Description

The proposed FY 2003 City Attorney budget of \$511,229 represents a 10.68 percent increase of \$49,313 as compared to the Adopted FY2002 budget of \$461,961.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$4,118 increase in office supplies
- ◆ \$1,900 increase to purchase office equipment
- ◆ \$7,000 increase due to salary adjustments

The department requested \$479,357.

Major items requested not proposed for funding include:

- ◆ \$1,503 for research & legal books, etc.
- ◆ \$3,610 for copier services (reallocated to Procurement budget)

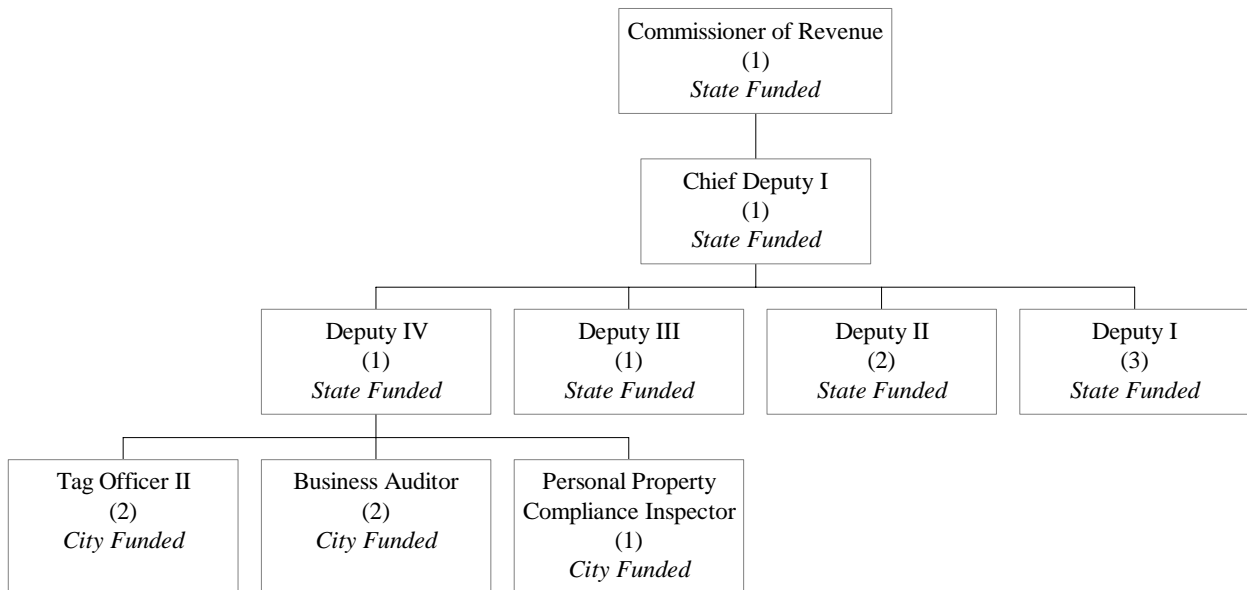
The Proposed FY2003 City Attorney budget was adopted with the following changes:

- ◆ \$6,720 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,111 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,824 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$33,200 increase in Contractual Services for legal services associated with the Virginia Municipal League negotiations

Commissioner of Revenue

Position Summary

5	City Funded Positions
9	State Funded Positions
14	Total Positions



Commissioner of Revenue Operating Expenses

Commissioner of Revenue. A State Constitutional Office. Elected by City residents, the Commissioner assesses personal property, machinery/tools, and business/professional licenses; and bank stock, public service corporation, and estimated taxes. The Commissioner prepares and audits State income tax returns, administers tax relief for the elderly, furnishes information on local and State tax issues, and maintains the automotive decal file.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	14	14	14	14	14
Personal Services	\$384,589	\$425,037	\$425,037	\$432,289	\$439,925
Employee Benefits	125,064	130,896	130,896	132,680	131,134
Supplies & Materials	50,934	44,067	44,067	38,275	38,275
Equipment Operations & Maintenance	632	0	0	0	0
Gasoline/Diesel Fuel	22	0	0	100	100
Internal Services	250	250	250	0	0
Equipment Replacement/Additions	9,160	0	9,701	1,500	1,500
Rental & Leases	4,368	4,500	4,500	5,241	5,241
Utilities	3,542	5,100	5,138	1,400	1,896
Buildings & Grounds Maintenance	901	610	610	0	0
Contractual Services	7,736	100	15,612	5,644	5,644
Training & Meetings	3,581	4,200	4,200	4,000	4,000
Dues and Membership	260	310	310	300	300
TOTAL	\$591,039	\$615,070	\$640,321	\$621,429	\$628,015
Less Revenue from the Commonwealth	(178,971)	(156,328)	(156,328)	(156,328)	(170,258)
TOTAL CITY COST	\$412,068	\$458,742	\$483,993	\$465,101	\$457,757

Commissioner of Revenue Operating Budget Description

The Adopted FY2003 Commissioner of Revenue budget of \$628,015 represents a 2.10 percent increase of \$12,945 as compared to the Adopted FY2002 budget of \$615,070.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$5,544 increase in Contractual Services for imaging

The department requested \$622,129.

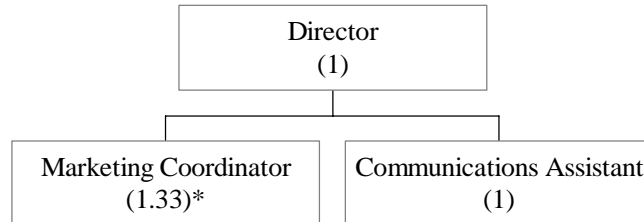
All major items requested were proposed for funding.

The Proposed FY2003 Commissioner of Revenue budget was adopted with the following changes:

- ◆ \$7,636 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,546 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$496 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections

Communications and Marketing

Position Summary	
3.33	City Funded Positions
3.33	Total Positions



**One of the Marketing Coordinator positions is shared among three departments. Remainder of position assigned to and funded by:
Waste Management - .33 FTE
Utilities (Water Fund) - .34 FTE*

Communications and Marketing Operating Expenses

Communications and Marketing. Focuses on proactive communication with City Council, citizens, employees, and others. Efforts are concentrated on communication counseling and assistance for departments and staff, media relations as well as neighborhood, business, Internet/Intranet, Cable Channel 6 and employee communications.

	Actual FY 2001	Adopted FY 2002	Amended FY2002	Proposed FY2003	Adopted FY2003
BUDGET SUMMARY					
Personnel (FTE)	3	3.33	3.33	3.33	3.33
Personal Services	\$104,698	\$116,425	\$116,425	\$133,818	\$136,366
Employee Benefits	31,289	35,716	35,716	31,708	31,383
Supplies & Materials	5,219	9,670	9,670	5,669	5,669
Internal Service Charges	1,627	1,000	1,000	0	0
Utilities	814	1,790	1,828	1,160	1,577
Contractual Services	13,976	29,676	83,169	19,000	19,000
Training & Meetings	3,809	4,460	4,460	3,000	3,000
Dues & Memberships	0	0	0	770	770
Miscellaneous Expenses	6,848	8,644	8,812	8,296	8,296
TOTAL CITY COST	\$168,280	\$207,381	\$261,080	\$203,421	\$206,061

Budget Description

The Adopted FY2003 Communications & Marketing budget of \$206,061 represents a 0.64 percent decrease of \$1,320 as compared to the Adopted FY2002 budget of \$207,381.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$17,393 increase in Personal Services due to a vacant position budgeted at the minimum in FY 2002, which has now been filled above the minimum salary
- ◆ \$4,008 decrease in Employee Benefits
- ◆ \$4,001 decrease in Supplies & Materials
- ◆ \$10,676 decrease in Contractual Services

The department requested \$253,078.

Major items requested not proposed for funding include:

- ◆ \$6,797 for a laptop computer, printer and digital camera
- ◆ \$6,100 for advertising
- ◆ \$23,025 for a new document system to enhance Citizens' access to City forms and information via the Internet

The Proposed FY2003 Communications & Marketing budget was adopted with the following changes:

- ◆ \$2,548 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$325 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$417 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections

Customer Service

Position Summary	
3	City Funded Positions
3	Total Positions

Quality Services
Coordinator
(1)

Customer Service
Representative
(2)

Customer Service Center Operating Expenses

Customer Service Center. Works to ensure that each citizen interaction results in satisfaction through the provision of accurate, timely and easily understood information. Collects and analyzes statistical data on customer needs, organizational response and satisfaction levels to ensure high quality of service delivery.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	3	3
Personal Services	\$125,298	\$141,851	\$141,851	\$136,890	\$139,628
Employee Benefits	37,218	34,052	34,052	33,730	33,467
Supplies & Materials	1,278	10,360	10,360	2,500	2,500
Internal Service Charges	21	620	620	0	0
Utilities	11,873	6,730	6,768	5,360	2,719
Contractual Services	21,834	28,800	28,800	30,550	30,550
Training & Meetings	1,455	4,900	4,900	2,000	2,000
Miscellaneous Expenses	1,098	1,000	1,000	0	0
TOTAL CITY COST	\$200,075	\$228,313	\$228,351	\$211,030	\$210,864

Budget Description

The Adopted FY2003 Customer Service budget of \$210,864 represents a 7.63 percent decrease of \$17,419 as compared to the Adopted FY2002 budget of \$228,313.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$17,283 net decrease based on reduction in Supplies & Materials, Subscriptions and Training

The department requested \$234,880.

Major items requested not proposed for funding include:

- ◆ \$7,480 for computer replacement
- ◆ \$6,200 in professional services and equipment maintenance

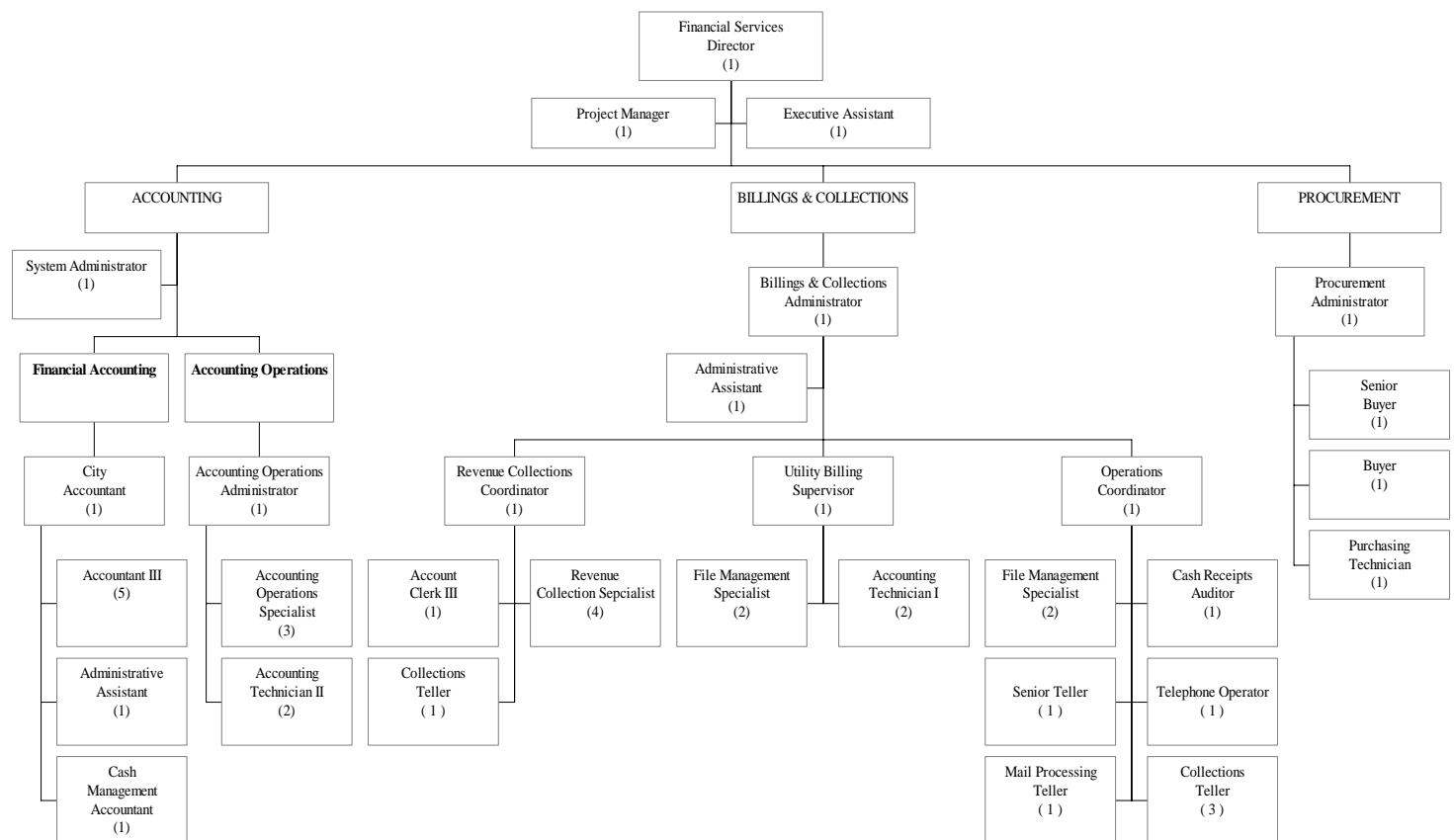
The Proposed FY2003 Customer Service budget was adopted with the following changes:

- ◆ \$2,738 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$263 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$2,641 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

Financial Services

Position Summary

46 City Funded Positions

46 Total Positions

3 FTE Director's Office

15 FTE Accounting Division

24 FTE Billings and Collection

4 FTE Procurement

Director of Financial Services Operating Expenses

Financial Services Department. Maintains the City's accounting systems, pays employees and vendors, manages accounts and portfolios, provides financial analysis, prepares financial reports and other activities related to finance. The department also collects real estate, personal property, and other local taxes, license, water and sewer bills, and parking fines. It manages the City's procurement program for buying goods and services.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	2	2	2	2	3
Personal Services	\$108,542	\$114,538	\$114,538	\$115,232	\$174,347
Employee Benefits	31,760	31,945	31,945	32,214	47,249
Supplies & Materials	255	1,195	1,195	745	745
Internal Service Charges	260	392	392	0	0
Equipment Replacement/Additions	186	0	0	0	0
Utilities	0	315	315	565	100
Contractual Services	95	125	125	5,125	5,125
Training & Meetings	2,501	3,900	3,900	3,205	4,205
Dues & Memberships	0	0	0	545	845
Miscellaneous Expenses	222	645	7,645	0	0
TOTAL	\$143,821	\$153,055	\$160,055	\$157,631	\$232,616

Budget Description

The Adopted FY2003 Director of Financial Services budget of \$232,616 represents a 51.98 percent increase of \$79,561 as compared to the Adopted FY2002 budget of \$153,055.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$5,000 for financial advisory services reallocated from Non-departmental

The department requested \$154,641.

Major items requested not proposed for funding include:

- ◆ \$695 in Training & Meetings
- ◆ \$865 for copier services (reallocated to Procurement budget)

The Proposed FY2003 Director of Financial Services budget was adopted with the following changes:

- ◆ \$59,115 increase in Personal Services reflecting the transfer of a Project Manager position from Council Manager Offices and a two percent general salary increase
- ◆ \$15,035 increase in Employee Benefits reflecting the transfer of Project Manager position from Council Manager Offices and a State instituted Life Insurance holiday as well as changes in the Health Plan
- ◆ \$465 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$1,000 in Training & Meetings for the Project Manager (transferred from Council Manager Offices budget)
- ◆ \$300 increase in Dues & Memberships for the Project Manager (transferred from Council Manager Offices budget)

Financial Services – Accounting Division Operating Expenses

Financial Services: Accounting Division. Administers an accounting system composed of various funds, the largest of which is the General Fund; financially administers and accounts for Federal and/or State funded projects, manages the City's debt portfolio, performs cash management/investment activities, has responsibility for the City's annual independent audit, maintains the general fixed asset system, administers payroll for municipal personnel, operates an accounts payable system, and operates a miscellaneous accounts receivable system.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE) Total	16	16	16	15	15
Personal Services	\$620,539	\$650,508	\$665,568	\$651,791	\$634,213
Employee Benefits	185,776	186,820	183,243	187,038	173,434
Supplies & Materials	18,383	31,553	37,053	23,500	28,623
Gas/Diesel Fuel	43	0	0	0	0
Internal Service Charges	4,392	5,200	5,200	0	0
Equipment Replacement/Additions	27,337	0	0	0	0
Utilities	5,856	5,000	5,000	5,700	2,328
Contractual Services	13,574	52,340	62,340	74,000	74,000
Training & Meetings	8,629	33,625	33,625	20,000	20,000
Dues & Memberships	0	0	0	1,230	1,230
Miscellaneous Expenses	844	1,254	1,254	0	0
TOTAL CITY COST	\$885,373	\$966,300	\$993,283	\$963,259	\$933,828

Budget Description

The Adopted FY2003 Accounting budget of \$933,828 represents a 3.34 percent decrease of \$32,472 as compared to the Adopted FY2002 budget of \$966,300.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$32,000 increase for banking service charges
- ◆ \$5,200 decrease in copier services (reallocated to Procurement budget)

The department requested \$980,902.

Major items requested but not proposed for funding include:

- ◆ \$5,123 in supplies
- ◆ \$21,840 for temporary staff
- ◆ \$15,390 in Training & Meetings

The Proposed FY2003 Accounting budget was adopted with the following changes:

- ◆ \$17,578 decrease in Personal Services reflecting the elimination of an Accountant III position offset by a two percent general salary increase
- ◆ \$13,604 decrease in Employee Benefits reflecting the elimination of an Accountant III position, a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$3,372 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$5,123 increase in Supplies & Materials

Financial Services – Billings and Collections Operating Expenses

Financial Services: Billings and Collections. Includes processing and recording payments for real estate tax bills (multiple installments), personal property bills, City business licenses, dog licenses and tags, issuance of City vehicles licenses monthly water and sewage bills, amusement, lodging and meal tax remittances, and parking ticket violations. This division is responsible for receiving applications for new water and sewer service as well as service disconnections for delinquent accounts.

BUDGET SUMMARY	Actual FY 2001	Adopted FY2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
Personnel (FTE)	24	24	24	24	24
Personal Services	\$541,541	\$646,402	\$646,402	\$634,649	\$647,102
Employee Benefits	183,928	206,683	206,683	205,990	203,902
Supplies & Materials	163,997	244,218	244,218	209,510	224,875
Internal Service Charges	120,513	122,722	122,722	0	0
Equipment Replacement/Additions	10,667	62,506	72,873	0	0
Rentals & Leases	243	478	478	2,429	2,429
Utilities	4,689	5,000	5,000	3,881	2,342
Building/Grounds Maintenance	0	5,100	5,100	0	0
Contractual Services	73,841	76,573	76,573	124,773	124,773
Training & Meetings	4,423	8,325	8,325	6,000	6,000
Dues & Memberships	0	0	0	335	335
Miscellaneous Expenses	5,249	7,515	8,093	5,200	5,200
TOTAL CITY COST	\$1,109,091	\$1,385,522	\$1,396,467	\$1,192,767	\$1,216,958

Budget Description

The Adopted FY2003 Billings & Collections budget of \$1,216,958 represents a 12.89 percent decrease of \$178,564 as compared to the Adopted FY2002 budget of \$1,385,522.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$62,506 for one-time equipment purchase

The department requested \$1,329,711.

Major items requested not proposed for funding include:

- ◆ \$119,122 in Information Technology services (due to elimination of General Fund charge-backs for services)
- ◆ \$15,365 in postage (based on historical cost and factored for postal increases)
- ◆ \$2,000 in Training & Meetings

The Proposed FY2003 Billings & Collections budget was adopted with the following changes:

- ◆ \$12,453 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$2,088 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,539 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$15,356 increase in Supplies & Materials to cover postage for delinquent collections mailings

Financial Services – Procurement Operating Expenses

Financial Services: Procurement. Provides a full range of service with internal and external customers in the acquisition of goods and services, disposal of City owned surplus property, mail services and administration of City Hall copier services.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	4	4
Personal Services	\$116,445	\$128,244	\$142,244	\$166,233	\$169,557
Employee Benefits	32,410	33,944	33,944	45,876	45,428
Supplies & Materials	8,923	8,650	11,454	12,100	12,100
Gasoline/Diesel Fuel	0	350	350	0	0
Internal Service Charges	580	2,600	2,600	0	0
Utilities	2,724	2,500	2,500	2,800	1,750
Contractual Services	6,322	4,875	4,875	23,200	27,500
Training & Meetings	4,833	4,800	7,420	5,000	8,000
Dues & Memberships	0	0	0	420	420
Miscellaneous Expenses	125	2,240	2,240	0	0
TOTAL CITY COST	\$172,362	\$188,203	\$207,627	\$255,629	\$264,755

Copier Services was added to the Procurement Budget for FY2003.

Budget Description

The Adopted FY2003 Procurement budget of \$255,629 represents a 40.68 percent increase of \$76,552 as compared to the Adopted FY2002 budget of \$188,203.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$26,026 increase in Personal Services and Employee Benefits due to the transfer of a position from the Printing Fund
- ◆ \$18,200 increase for copier leases based on creating copier services within this budget that were previously accounted for in the Printing Fund
- ◆ \$4,100 increase in supplies to provide copier service to other departments

The department requested \$220,803.

Major items requested not proposed for funding include:

- ◆ \$4,500 for new computer software
- ◆ \$4,200 in Training & Meetings

The Proposed FY2003 Procurement budget was adopted with the following changes:

- ◆ \$3,324 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$448 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,050 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$4,300 increase in Contractual Services for maintenance of copiers
- ◆ \$3,000 increase in Training & Meetings for training for the new Buyer

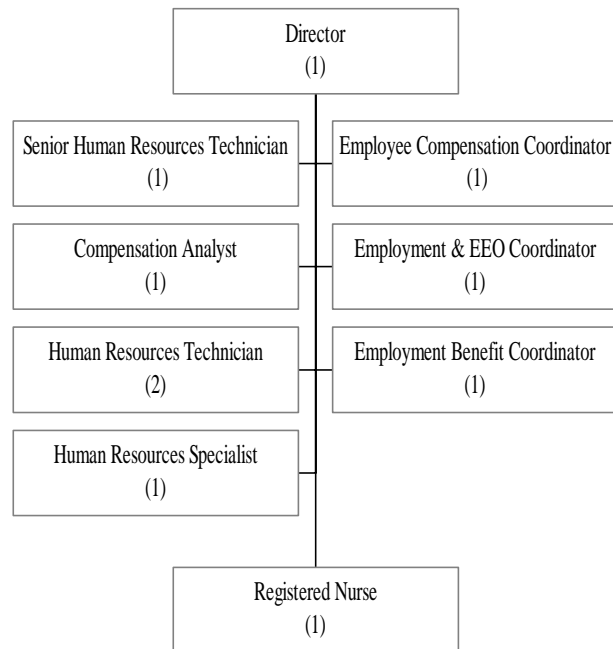
Fiscal Planning and Policy Development

Fiscal Planning and Policy Development. Eliminated in FY 2003. Activities will be performed by City Manager's Office and Financial Services Department.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	1	1	1	0	0
Personal Services	\$76,921	\$78,974	\$78,974	\$0	\$0
Employee Benefits	21,264	21,078	21,078	0	0
Supplies & Materials	207	400	400	0	0
Internal Service Charges	91	282	282	0	0
Utilities	511	640	640	0	0
Training & Meetings	2,580	1,928	1,928	0	0
Miscellaneous Expenses	161	705	705	0	0
TOTAL CITY COST	\$101,735	\$104,007	\$104,007	\$0	\$0

Human Resources and Occupational Health

Position Summary	
10	City Funded Positions
10	Total Positions



Human Resources Operating Expenses

Human Resources. Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	8	8	8	9	9
Personal Services	\$331,650	\$343,332	\$383,758	\$388,986	\$396,681
Employee Benefits	99,271	99,650	109,313	111,852	110,565
Tuition Reimbursement	26,563	30,000	26,400	30,000	30,000
Supplies & Materials	16,442	15,750	16,481	15,150	15,150
Equipment Operation & Maintenance	62	200	200	200	200
Internal Service Charges	902	1,120	1,120	1,120	1,120
Equipment Replacement/Additions	6,430	1,600	2,963	500	500
Rentals & Leases	4,334	3,786	3,786	3,786	3,786
Utilities	2,824	1,625	1,625	1,625	1,542
Contractual Services	62,907	41,725	41,725	38,671	38,671
Training & Meetings	12,037	19,650	12,650	6,509	6,509
Dues & Memberships	0	0	0	893	893
Miscellaneous Expenses	19,064	19,116	32,616	9,023	4,423
TOTAL CITY COST	\$582,486	\$577,554	\$632,637	\$608,315	\$610,040

Budget Description

The Adopted FY2003 Human Resources budget of \$610,040 represents a 5.62 percent increase of \$32,486 as compared to the Adopted FY2002 budget \$577,554.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$50,215 increase in Personal Services and Benefits for the reassignment of an employee to the Human Resources Department from the Public Works Department
- ◆ \$9,150 decrease in Training & Meetings
- ◆ \$14,250 decrease in Miscellaneous due to the elimination of holiday gift certificates

The department requested \$652,973.

Major items requested not proposed for funding include:

- ◆ \$10,849 increase in wage staff hours
- ◆ \$15,000 for New World System programming (reallocated to Information Technology budget)

The Proposed FY2003 Human Resources budget was adopted with the following changes:

- ◆ \$7,695 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,287 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$83 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$4,600 decrease in Miscellaneous Expenses reflecting the elimination of the Catch a Rising Star program

Occupational Health Services Operating Expenses

Occupational Health Services. Provides on-site medical services to employees. The services include the initial assessment and treatment of work injuries, pre-employment and periodic physical exams, pre-employment and random drug and alcohol screening, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City's benefit and safety programs to help manage costs and provide effective service to employees.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	1	1	1	1	1
Personal Services	\$48,893	\$55,383	\$55,383	\$55,730	\$56,898
Employee Benefits	12,071	12,588	12,588	12,571	12,485
Supplies & Materials	1,417	3,600	3,600	5,725	5,725
Utilities	130	0	0	0	432
Contractual Services	50,907	80,822	86,101	59,355	59,305
Training & Meetings	1,312	1,000	1,000	1,500	1,500
Dues & Memberships	0	0	0	800	800
Miscellaneous Expenses	0	2,800	2,800	800	800
TOTAL	\$114,730	\$156,193	\$161,472	\$136,481	\$137,945

Budget Description

The Adopted FY2003 Occupational Health Services budget of \$137,945 represents a 11.68 percent decrease of \$18,248 as compared to the Adopted FY2002 budget \$156,193.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$21,467 decrease in Contractual Services

The department requested \$156,481.

Major items requested not proposed for funding include:

- ◆ \$20,000 in physician and lab costs

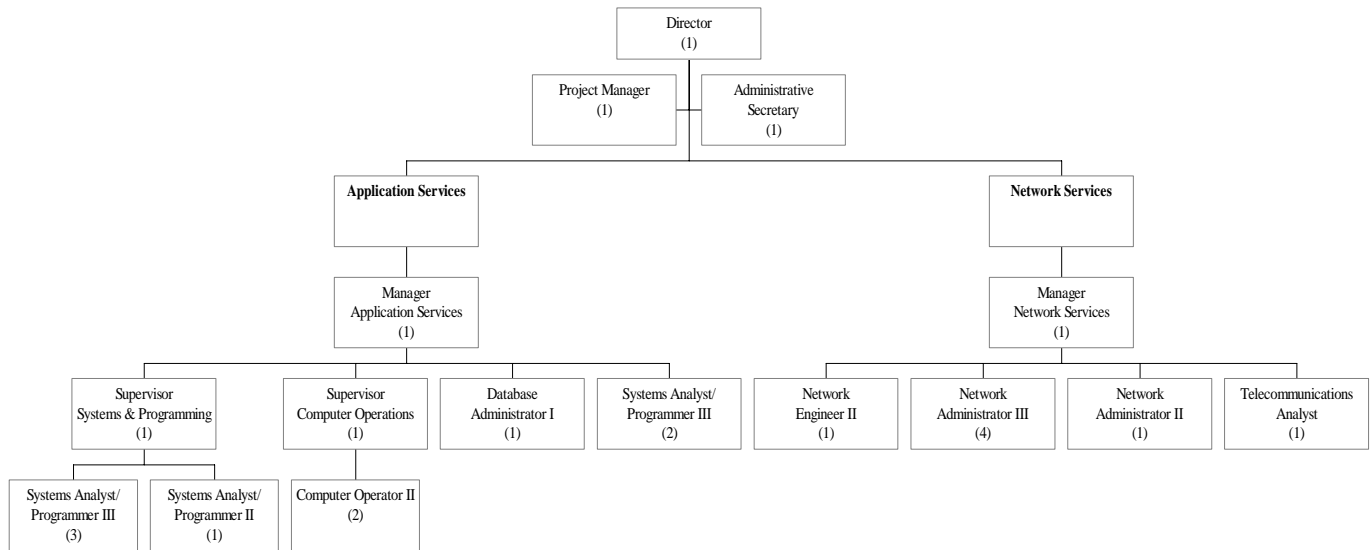
The Proposed FY2003 Occupational Health Services budget was adopted with the following changes:

- ◆ \$1,168 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$86 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$432 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$50 decrease in Contractual Services due to a budget code correction (cost of pager reallocated to Utilities)

Information Technology

Position Summary

23 City Funded Positions

23 Total Positions*3 FTE Administration**12 FTE Application Services**8 FTE Network Services*

Information Technology Administration Operating Expenses

Information Technology Administration. Provides for the management and administration of the Information Technology Department.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	1	1	2	3	3
Personal Services	\$90,911	\$88,535	\$117,488	\$174,044	\$177,525
Employee Benefits	27,964	22,838	30,066	48,665	48,070
Supplies & Materials	143	900	900	4,450	4,450
Internal Service Charges	0	0	0	50	50
Equipment Replacement/Additions	239	0	0	0	0
Utilities	(3,610)	540	578	500	240
Contractual Services	11,958	111,600	169,842	20,500	20,500
Training & Meetings	3,501	8,536	8,536	10,000	10,000
Miscellaneous Expenses	56	0	0	0	0
TOTAL CITY COST	\$131,162	\$232,949	\$327,410	\$258,209	\$260,835

Budget Description

The Adopted FY2003 Information Technology Administration budget of \$260,835 represents an increase 11.97 percent of \$27,886 as compared to the Adopted FY2002 budget of \$232,949.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$111,336 increase in Personal Services and Benefits related to the transfer of the Department's secretary from the Application Services Division and the transfer of a Project Manager from the City Manager's Office
- ◆ \$90,500 decrease in Contractual Services reflects one-time funds budgeted for the replacement of the permit and inspections system in Community Planning

The department requested \$480,384.

Major items requested not proposed for funding include:

- ◆ \$220,000 for an imaging system to be utilized by several offices Citywide

The Proposed FY2003 Information Technology Administration budget was adopted with the following changes:

- ◆ \$3,481 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$595 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$260 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections

Information Technology Application Services Operating Expenses

Information Technology Application Services. Provides system design and analysis services to City departments to define the requirements and potential solutions for technology applications or systems. This division also performs applications programming, testing, and installation, and manages vendors who also provide these services. This division also performs the host computer operations function.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	12	12	12	12	12
Personal Services	\$490,382	\$524,653	\$545,999	\$557,928	\$568,837
Employee Benefits	149,571	153,666	158,736	159,518	157,699
Supplies & Materials	25,006	22,895	29,263	22,400	22,400
Internal Service Charges	296	200	200	100	100
Equipment Replacement/Additions	639	0	0	0	0
Utilities	25,974	26,525	1,601	750	720
Contractual Services	94,520	150,212	150,212	152,382	152,382
Training & Meetings	15,896	24,000	24,000	12,000	18,000
Miscellaneous Expenses	12	0	0	0	0
TOTAL CITY COST	\$802,296	\$902,151	\$910,011	\$905,078	\$920,138

Budget Description

The Adopted FY2003 Information Technology Application Services budget of \$920,138 represents a 1.99 percent increase of \$17,987 as compared to the Adopted FY2002 budget of \$902,151.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$39,127 increase in Personal Services and Benefits from a reallocation of positions
- ◆ \$25,775 decrease in Utilities as a result of telephone maintenance, land line and long distance funding being transferred to the Network Services budget
- ◆ \$12,000 decrease in Training & Meetings

The department requested \$923,115.

Major items requested not proposed for funding include:

- ◆ \$49,137 for an equipment replacement reserve
- ◆ \$12,000 in Training & Meetings

The Proposed FY2003 Application Services budget was adopted with the following changes:

- ◆ \$10,909 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,819 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$30 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$6,000 increase in Training & Meetings

Information Technology Network Services Operating Expenses

Information Technology Network Services. Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all the communications devices and software required to provide these networks. Other services provided by this division include: email, Internet access, remote network access, and application-specific server operation and support. This Division also supports the City's voice systems as well as the acquisition and operation of all standard personal computers used in the City.

	Actual FY 2001	* Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	8	** 9	9	8	8
Personal Services	\$393,810	\$443,293	\$414,393	\$423,045	\$431,374
Employee Benefits	111,181	124,801	115,475	117,413	115,983
Supplies & Materials	3,974	4,920	10,920	19,300	19,300
Gasoline/Diesel Fuel	146	127	127	108	108
Internal Service Charge	703	1,467	1,467	848	848
Equipment Replacement/Additions	86,939	49,000	67,241	17,000	17,000
Utilities	(1,259)	28,200	28,473	71,029	69,550
Contractual Services	37,439	68,480	156,792	132,400	132,400
Training & Meetings	29,294	36,000	36,000	24,000	30,000
Dues & Memberships	0	0	0	500	500
Miscellaneous Expenses	921	1,100	1,100	500	500
TOTAL CITY COST	\$663,148	\$757,388	\$831,988	\$806,143	\$817,563

* Amounts reflect transfers due to organizational structure changes.

** Position transferred from City Manager's Budget.

Budget Description

The Adopted FY2003 Information Technology Network Services budget of \$817,563 represents a 7.95 percent increase of \$60,175 as compared to the Adopted FY2002 budget of \$757,388.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$14,380 increase in Supplies & Materials related to the addition of telephone handsets and six personal computer enhancements
- ◆ \$42,829 increase for Utilities transferred from the IT Application Services budget
- ◆ \$63,920 increase in Contractual Services related to network equipment maintenance contracts and the addition of various software packages
- ◆ \$32,000 decrease in one-time purchases for equipment
- ◆ \$27,000 decrease in Personal Services and Fringe Benefits

The department requested \$868,185.

Major items requested not proposed for funding include:

- ◆ \$50,000 for server replacements that were part of a computer equipment replacement plan
- ◆ \$12,000 for Training & Meetings

The Proposed FY2003 Network Services budget was adopted with the following changes:

- ◆ \$8,329 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$1,430 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,479 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections
- ◆ \$6,000 increase in Training & Meetings

Information Technology Personal Computer Replacement Operating Expenses

Information Technology Personal Computer Replacement. Provides the funding for the planned annual replacement of the City's standard office desktop computers.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Equipment Replacement/Additions	\$71,829	\$150,000	\$168,287	\$226,000	\$226,000
TOTAL CITY COST	\$71,829	\$150,000	\$168,287	\$226,000	\$226,000

Budget Description

The Adopted FY2003 Information Technology Personal Computer Replacement budget of \$226,000 represents a 50.67 percent increase of \$76,000 as compared to the Adopted FY2002 budget of \$150,000.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$76,000 increase for the funding of personal computer replacements based on a three-year schedule, aligning to manufacturer warranty periods and the expected useful life of a PC

The department requested \$369,000.

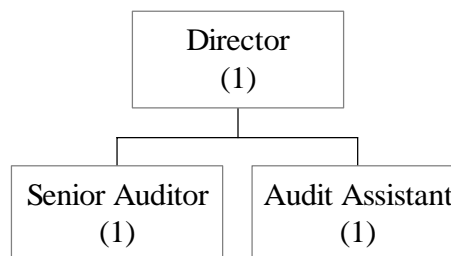
Major items requested not proposed for funding include:

- ◆ \$143,000 for the upgrade of Microsoft Office software from Office 97 to Office 2000 or XP for all personal computers used by City employees

The Proposed FY2003 Personal Computer Replacement budget was adopted without changes.

Internal Audit

Position Summary	
3	City Funded Positions
3	Total Positions



Internal Audit Operating Expenses

Internal Audit. Provides an independent cost and process evaluation of City programs and functions, as directed by the City Council and the City Manager, and audits or evaluates City finances, policy, and operations. Also manages the City's independent financial audit.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	3	3
Personal Services	\$132,280	\$159,875	\$159,875	\$134,290	\$136,976
Employee Benefits	35,879	41,171	41,171	39,208	38,758
Supplies & Materials	6,612	4,065	8,165	4,326	4,326
Internal Service Charges	328	1,983	1,983	1,000	0
Utilities	1,366	1,045	1,045	2,180	771
Contractual Services	65,634	84,194	84,194	83,672	83,672
Training & Meetings	6,938	6,030	6,030	6,453	6,453
Dues & Memberships	0	0	0	870	870
Miscellaneous Expenses	1,503	2,360	2,360	0	0
TOTAL CITY COST	\$250,540	\$300,723	\$304,823	\$271,999	\$271,826

Budget Description

The Adopted FY2003 Internal Audit budget of \$271,826 represents a 9.61 percent decrease of \$28,897 as compared to the Adopted FY2002 budget of \$300,723.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$27,548 decrease in Personal Services and Employee Benefits for a wage employee

The department requested \$300,968.

Major items requested not proposed for funding include:

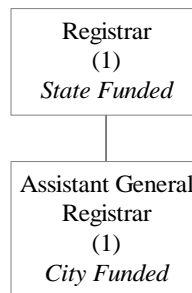
- ◆ \$25,627 in wage funds
- ◆ \$500 for the purchase of bottled water and water cooler

The Proposed FY2003 Internal Audit budget was adopted with the following changes:

- ◆ \$2,686 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$450 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$1,000 decrease in Internal Service Charge for copier charges reallocated to Procurement budget
- ◆ \$1,409 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

Registrar

Position Summary	
1	City Funded Position
1	State Funded Position
2	Total Positions



Registrar Operating Expenses

Registrar. A State mandated activity. Appointed by the Board of Elections, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	2	2	2	2	2
Personal Services	\$82,838	\$77,527	\$77,527	\$83,525	\$84,117
Employee Benefits	23,345	21,048	21,048	22,178	21,717
Supplies & Materials	11,291	3,900	3,900	5,500	5,500
Internal Service Charges	125	500	500	500	500
Equipment Replacement/Additions	155	500	500	500	500
Rentals & Leases	253	0	0	600	600
Utilities	3,080	0	45	0	267
Contractual Services	42,674	21,640	20,182	3,250	3,250
Training & Meetings	18,932	2,000	2,000	1,200	1,200
Dues & Memberships	0	0	0	50	50
Miscellaneous Expenses	895	1,000	1,188	600	600
TOTAL	\$183,588	\$128,115	\$126,890	\$117,903	\$118,301
Less Revenue from the Commonwealth	(51,415)	(47,980)	(47,980)	(38,284)	(38,284)
TOTAL CITY COST	\$132,173	\$80,135	\$78,910	\$79,619	\$80,017

Budget Description

The Adopted FY2003 Registrar budget of \$118,301 represents a 7.66 percent decrease of \$9,814 as compared to the Adopted FY2002 budget of \$128,115.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$18,390 decrease in Contractual Services
- ◆ \$5,998 increase in Personal Services based on actual salary requirements not accounted for in FY 2002

The department requested \$117,903.

All items requested were proposed for funding.

The Proposed FY2003 Registrar budget was adopted with the following changes:

- ◆ \$592 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$461 decrease in Employee Benefits a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$267 increase in Utilities reflecting changes in the wireline and wireless telephone cost projections

Electoral Board Operating Expenses

Electoral Board. A State mandated activity. The Electoral Board consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-years terms and are responsible for overseeing general and primary elections and ensuring the maintenance of the voting machines. The Electoral Board will also canvas the vote following an election to gather demographic data and other information pertinent to the election.

	Actual FY 2001*	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Supplies & Materials	0	4,775	4,775	4,500	4,500
Internal Service Charges	0	500	500	350	350
Equipment Replacement/Additions	0	500	500	400	400
Rentals & Leases	0	850	850	850	850
Utilities	0	3,000	3,000	3,000	800
Building & Grounds Maintenance	0	250	250	0	0
Contractual Services	0	25,512	25,512	27,196	27,196
Training & Meetings	0	3,000	3,000	3,000	3,000
Dues & Memberships	0	0	0	50	50
Miscellaneous Expenses	0	1,000	1,000	500	500
TOTAL	\$0	\$39,387	\$39,387	\$39,846	\$37,646
Less Revenue from the Commonwealth	0	(9,696)	(9,696)	(9,696)	(9,696)
TOTAL CITY COST	\$0	\$29,691	\$29,691	\$30,150	\$27,950

* Budget combined with the Registrar's office for FY 2001.

Budget Description

The Adopted FY2003 Electoral Board budget of \$37,646 represents a 4.42 percent increase of \$1,741 as compared to the Adopted FY2002 budget of \$39,387.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$1,684 increase for Contractual Services offset by a decrease in Miscellaneous expenses (\$450) and Supplies & Materials (\$275)

The department requested \$40,546.

Major items requested not proposed for funding include:

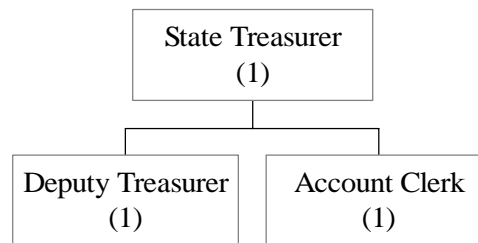
- ◆ \$500 in Miscellaneous Expenses
- ◆ \$250 in Buildings and Grounds maintenance due to the elimination of General Fund charge-backs

The Proposed FY2003 Electoral Board budget was adopted with the following change:

- ◆ \$2,200 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

State Treasurer

Position Summary	
3	State Funded Positions
3	Total Positions



State Treasurer Operating Expenses

State Treasurer. A State Constitutional Office housed by the City. Elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees.

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	3	3
Personal Services	98,464	\$96,074	\$96,074	\$99,197	\$99,197
Employee Benefits	31,159	30,186	30,186	31,718	31,718
Supplies & Materials	2,499	2,801	2,801	2,066	2,066
Equipment Replacement/Additions	68	0	0	0	0
Rentals & Leases	9,224	9,224	9,224	9,861	9,861
Utilities	438	500	500	500	295
Training & Meetings	1,019	1,500	1,500	1,500	1,500
Dues & Memberships	0	0	0	175	175
Miscellaneous Expenses	0	175	175	0	0
TOTAL	\$142,871	\$140,460	\$140,460	\$145,017	\$144,812
Less Revenue from the Commonwealth	(113,109)	(101,703)	(101,703)	(101,703)	(109,459)
TOTAL CITY COST	\$29,762	\$38,757	\$38,757	\$43,314	\$35,353

Budget Description

The Adopted FY2003 State Treasurer budget of \$144,812 represents an increase of \$4,352 or 3.10 percent, as compared to the Adopted FY2002 budget of \$140,460. This increase is due to a merit raise in December 2001 that was not reflected in the Adopted FY2002 budget.

No significant changes were introduced in the Requested FY2003 budget.

The department requested \$145,017.

All items requested were proposed for funding.

The Proposed FY2003 State Treasurer budget was adopted with the following change:

- ◆ \$205 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections



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